

**MINUTES**

**INDIANA DEPARTMENT OF WORKFORCE DEVELOPMENT**

**WORKFORCE PROFICIENCY PANEL**

**December 17, 2001**

Minute No. 1

Call to Order

Jim Edwards, Chair, called the meeting of the Workforce Proficiency Panel to order.

Minute No. 2

Roll Call and Determination of a Quorum

It was established no quorum was present. Panel members present were Jim Edwards, James Pittman, and Mike Hayes, and Jerry Seager. B.J. Bischoff arrived later to make a quorum. Members absent were Ron Christ, Kathy Sutton, Johnny Alderman, and Marianetta Blackwell.

Minute No. 3

Consideration of the August 20, 2001 Minutes, Document 01-4 Workforce Proficiency Panel Meeting and October 15, 2001 Minutes, Document 01-5 Workforce Proficiency Panel Meeting

Panel member Hayes approved minutes of the August 20, 2001 Minutes, Document 01-4 and October 15, 2001 Minutes, Document 01-5 of the Workforce Proficiency Panel. Seconded by Panel member Seager; unanimously carried. (Copy filed with official Minutes.)

Minute No. 4

Discussion Item: Child Care Proficiency Initiative

Mr. Fields gave a brief history of the Child Care Proficiency Initiative and introduced Fred Queisser, Technical Education Specialist to update the Panel on the progress of the Child Care Proficiency Initiative. Mr. Quiesser stated two STC meetings had been held regarding Child Care. A total of nine child care facilities were earmarked for on-site visits. Six visits have been completed statewide, with three additional site to be scheduled. Surveys were sent out to approximately 125 child care facilities. (Copy filed with official Minutes.) To date, 25% to 30% have been received. DWD staff will tabulate the survey results prior to the third STC meeting. This meeting will be held mid to late January.

The final proficiency statements for the child care initiative are being edited. DWD staff will present the final proficiency statements to the Panel at a future meeting for approval.

Matt Crites, Technical Education Specialist stated child care providers who received CTAs that documented knowledge and skill in this area may be placed in higher level positions and could possibly receive higher pay

according to Child Care Facilitators. Based on the facilities visited, individuals receiving a CDA (Child Development Associate) license have received a pay increase; and have a greater in their entry level positions. CTA's in this occupational area will assist in establishing and formalizing a career ladder.

Ms. Peggy Wild stated Department of Education appreciated the assistance in establishing the Child Care Initiative. Department of Education staff is excited to see the initiative moving forward. Discussion on the Child Care Proficiency Initiative followed.

Minute No. 5

Discussion Item: Certificates of Technical Achievement

Mr. Fields updated the Panel on the Certificates of Technical Achievement Report. (Copy filed with official Minutes.) The report is cumulative and updated on a daily basis. This report shows incumbent worker and education CTAs by occupational area, county, school corporation, and evaluator. The report also includes incumbent worker CTAs by the ten core areas of advanced manufacturing. Mr. Fields stated the report will be included on the DWD website in the near future. Discussion on the CTA report followed.

Minute No. 6

Discussion Item: Annual Performance Report

Mr. Fields stated the Annual Performance Report is due to U.S. Department of Education by December 31, 2001; however, the goal is to have it completed by Friday, December 28, 2001. Under the new Perkins legislation, incentives and sanctions are included depending on how the State meets their Performance Levels. The Annual Report for FY00 had incentives for adult education and the Workforce Investment Act. This report for FY01 will include Vocational Technical Education. Mr. Fields introduced Rosie Smith, Technical Education Specialist to update the Panel on the Annual Performance Report.

Ms. Smith stated staff analyzed preliminary reports for Secondary schools to ensure proper data collection. If information was not completed, staff contacted the schools for additional information. Information collected from the Secondary schools met the Performance Levels needed. Postsecondary schools will be reviewed prior to submitting the report.

Patty Yount, External Affairs Liaison stated during FY00, Indiana was one of six states to receive an Incentive Grant of \$1.3 million for meeting Performance Levels.

Minute No. 7

Discussion Item: Other

Mr. Fields stated the February meeting of the Panel will be of great importance. Mr. Fields will bring the Child Care Proficiencies before the Panel for approval.

Minute No. 8

Other Business

Patty Yount, External Affairs Liaison stated the Governor's State Workforce Investment Board (Human Resource Investment Council) will meet on Wednesday. This Board will look at workforce issues, policy issues, and will assist in the guidance of the Governor as to where the State of Indiana should be heading.

Ms. Yount learned at a Gary Workforce Investment Board (WIB) Meeting that Chicago is looking for a statewide and nationwide certificate program. The Chair of the WIB found middle schools and junior high schools should be targeted for apprenticeships and vocational technical education.

Chair Edwards thanked all staff for their involvement in the IESTP Initiative.

Minute No. 9

Adjournment

Chair Edwards declared the meeting adjourned.

Date\_\_\_\_\_ Chair\_\_\_\_\_ Secretary\_\_\_\_\_  
James D. Edwards Jerry Seager